



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

APPRAISER TRAINEE	Class No. 005510
APPRAISER I	Class No. 005505
APPRAISER II	Class No. 005504
APPRAISER III	Class No. 005503
APPRAISER IV	Class No. 005502

■ CLASSIFICATION PURPOSE

To appraise real and personal property for tax assessment purposes; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Appraiser is a professional class series, found only in the Assessor's Office. Appraisers inspect property and consider factors such as: comparable properties, current market value, property location, and building and replacement costs, to determine property value. Appraisers interpret and apply the California Revenue and Taxation Code and perform personal property appraisals on businesses, livestock, farm equipment, and marine and aviation property; and real property appraisals of residential, commercial and industrial property.

Appraiser Trainee:

This is the trainee class in the appraiser series. Under immediate supervision, incumbents assist higher-level appraisers, receive technical assistance, and learn to perform progressively more difficult residential property appraisals.

Appraiser I:

This is the entry-level class in the Appraiser series. Under immediate supervision, incumbents perform progressively more responsible and independent appraisals. In the Real Property Division, incumbents appraise residential subdivisions, tracts and areas with an active market and a fair degree of comparability among properties. In the Business Division, incumbents are assigned small, service industry, and retail establishments such as neighborhood stores, dry goods, hardware, clubs, and cafes.

Appraiser II:

This is the journey-level class in the appraiser series. Under general supervision, incumbents independently perform appraisal work on any kind of personal and/or residential real property. As incumbents gain experience, they may be assigned to assist higher appraiser classes with commercial and industrial property appraisal projects.

Appraiser III:

This is the first lead-level class in the series. Under direction, incumbents perform the most complex and difficult appraisal work of residential and small business property. They also provide technical guidance and training to subordinate appraiser classes in the residential and small business property.

Appraiser IV:

This is an advanced lead-level class. Under direction, incumbents perform the most difficult and complex appraisals of large, major, commercial and industrial properties. Incumbents assist in training and development of subordinate appraiser classes, and present the most complex cases to Assessment Appeals Board. Appraiser IV differs from the next higher class, Supervising Appraiser I, in that the latter, is a first-line supervisor responsible for directing, coordinating and supervising a unit of appraisers appraising residential and small business property.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Appraiser Trainee

Essential Functions:

1. Interviews property owners, business managers and realtors regarding building costs and resale value.
2. Appraises land and structural improvements.
3. Prepares reports, correspondence and performs related clerical work.
4. Computes values according to standardized methods.
5. Makes sketches showing locations of improvements on land and parcels.
6. Makes itemized appraisals of livestock, store fixtures, heavy equipment, tools and all types of personal property.
7. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Appraiser I and II

Essential Functions:

All the functions listed above and:

1. Investigates and analyzes data in the appraisal of land and buildings, and other structures for tax assessment purposes.
2. Determines total parcel values and residual land, and building values from sales, income and depreciated replacement cost data.
3. Explains tax methods and procedures to taxpayers.
4. Investigates complaints and makes recommendations.
5. Processes assessment appeal cases and testifies before the Assessment Appeals Board.
6. Determines replacement costs for residential and/or commercial, and industrial structures.
7. Appraises residential income properties.
8. Evaluates sales, lease conditions, financing terms, and vacancy ratio.
9. Inspects interior and exterior of buildings to determine basic costs and changes affecting value.
10. Determines class of structures.
11. Measures and diagrams structural improvements.
12. Determines income flow to establish market value.
13. Appraises rural properties.
14. Analyzes topography water rights and location of amenities such as roads and utilities.
15. Determines highest and best use of properties.
16. Analyzes zoning of surrounding properties.
17. Analyzes value of capitalized and expensed assets using published valuation guides.
18. Applies guidelines for equipment cost per square foot for comparable businesses.
19. Analyzes and evaluates accounting controls of small manufacturers to determine cost and value of goods, and the work in progress.
20. Inspects and makes itemized appraisals of livestock, poultry and farm equipment.
21. Appraises and establishes value of marine and aviation property.

Appraiser III

Essential Functions:

All the functions listed above and:

1. Conducts complex appraisals on personal property, residential and small businesses.
2. Uses all appropriate appraisal theories and knowledge of market indicators to determine market value of properties.
3. Provides technical guidance and training to subordinate appraisers.
4. Leads and reviews field and office work to ensure that departmental procedures and policies are followed.
5. Counsels property owners, attorneys, tax representatives and other professionals regarding appraisals and assessment appeals.
6. Prepares and presents the Assessor's case before the Assessment Appeals Board.
7. Performs difficult and complex appraisals of real property such as custom homes, complex residential income properties, large rural acreage holdings, and small and mid-sized commercial and industrial properties in the Real Property area.
8. Performs the most complex and difficult physical property appraisals of large retailers, manufacturers and hotels in the Business Personal Property area.
9. Develops cost guides and depreciable life tables for appraisal programs.

Appraiser IV

Essential Functions:

All the functions listed above and:

1. Performs the most difficult and complex appraisals of commercial and industrial property.
2. Appears before the Assessment Appeals Board to present the most complex cases, substantiate appraisals and/or act as an expert witness.
3. Performs the most difficult and complex appraisals such as the largest commercial and industrial properties, downtown and regional shopping centers, and large rural acreage holdings.
4. Leads a team of appraisers in a given geographical area.
5. Acts in the absence of supervisor.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to all classes:

- California Revenue and Taxation Code as it relates to the appraisal of property.
- Methods and practices used in making estimates of structural costs on residential improvements and on appraisal of machinery and equipment.
- Building construction including materials, workmanship and costs of plumbing, heating and ventilating equipment.
- Methods, procedures and terminology used in the market value appraisal of property and fixtures.
- Basic principles of land economics and land appraisal.
- Fundamental research methods including data collection and statistical analyses.
- Factors affecting building and equipment depreciation and obsolescence.
- Laws, regulations and court decisions affecting the appraisals of land, buildings, structures and personal property.
- Characteristics of the different types of property and fixtures including depreciation, economic and technological aspects.
- Local market indicators.
- Information systems used for property assessments.
- County customer service objectives and strategies.

Appraiser IV (in addition to the above):

- Principles and techniques of personnel supervision and training.

Skills and Abilities to:

The following skills and abilities apply to all classes:

- Apply appraisal principles and techniques in the appraisal of property.
- Compile, organize, and interpret information using various analytical methodologies.
- Apply statistical techniques to property appraisals.
- Recognize structural, economic and environmental factors affecting cost and depreciation of residential improvements.
- Interpret and work from blueprints, maps and property descriptions.
- Perform mathematical calculations accurately and interpret statistics.
- Draw sketches of improvements to scale.
- Establish and maintain detailed and accurate records.
- Read, understand and interpret oral and written instructions.
- Maintain effective working relationships with those contacted in the course of work.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and background.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Appraiser II (in addition to the above):

- Read and interpret financial statements.

Appraiser III (in addition to the above):

- Provide technical training and guidance to subordinate appraisers.
- Apply appraisal principles and techniques in the equitable and justifiable appraisal of difficult and complex real property such as: custom homes, small and mid-sized commercial and industrial properties, large rural acreage holdings, complex residential income properties and personal property (i.e. mid-sized manufacturing facilities, retail and services industries).

Appraiser IV (in addition to the above):

- Apply appraisal principles and techniques in the equitable and justifiable appraisal of difficult and complex real property such as: large commercial and industrial facilities, multiple location and chain operations, downtown and regional shopping centers, large rural acreage holdings.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Appraiser Trainee:

1. A bachelor's degree from an accredited college or university, OR
2. Three (3) years of recent experience applying analytical methodologies and/or statistical techniques to property appraisal, AND 60 units from an accredited college or university, OR
3. Three (3) years of recent experience applying analytical methodologies and/or statistical techniques to property appraisal, AND an Appraiser's Certification issued by the Office of Real Estate Appraisers or the State Board of Equalization.

Appraiser I:

In addition to the Education/Experience above, one (1) year of recent experience as Appraiser Trainee in the County of San Diego or in a position equivalent to Appraiser Trainee.

Appraiser II:

In addition to the Education/Experience above, one (1) year of recent experience as Appraiser I in the County of San Diego or in a position equivalent to Appraiser I.

Appraiser III:

In addition to the Education/Experience above, two (2) years of recent experience as Appraiser II in the County of San Diego or in a position equivalent to Appraiser II.

Appraiser IV:

In addition to the Education/Experience above, one (1) year of recent experience as Appraiser III in the County of San Diego or in a position equivalent to Appraiser III.

Notes: Recent work experience is defined as work experience within the past five (5) years. Completion of appropriate course work from an accredited college or university may substitute for the experience requirement on a year-for-year basis up to a maximum of four (4) years.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

Appraiser Trainee, I and II: Possession of a permanent Appraiser's Certificate issued by the California State Board of Equalization within one (1) year of appointment.

Appraiser III and IV: Possession of a permanent Appraiser's Certificate issued by the California State Board of Equalization at the time of appointment.

Working Conditions

Travels extensively throughout the county. May be assigned to any work location in the county.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: October 7, 1987 (Class No. 005510)

New: September 17, 1957 (Class No. 005505)

New: August 13, 1959 (Class No. 005504)

New: June 24, 1965 (Class No. 005503)

New: May 22, 1987 (Class No. 005502)

Revised: January 9, 1995

Revised: December 11, 2002

Reviewed: Spring 2003

Revised: May 27, 2004

Revised: November 15, 2005

Appraiser Trainee (Class No. 005510)

Union Code: AE

Variable Entry: Y

Appraiser I (Class No. 005505)

Union Code: AE

Variable Entry: Y

Appraiser II (Class No. 005504)

Union Code: AE

Variable Entry: Y

Appraiser III (Class No. 005503)

Union Code: AE

Variable Entry: Y

Appraiser IV (Class No. 005502)

Union Code: AE

Variable Entry: Y